



DEPARTMENTS OF THE ARMY AND THE AIR FORCE
NATIONAL GUARD BUREAU
1411 JEFFERSON DAVIS HIGHWAY
ARLINGTON, VA 22202-3231

12 DEC 2003

NGB-ZA

MEMORANDUM FOR THE ADJUTANTS GENERAL OF ALL STATES,
PUERTO RICO, THE U.S. VIRGIN ISLANDS, GUAM AND THE COMMANDING
GENERAL OF THE DISTRICT OF COLUMBIA

SUBJECT: All States (Log Number P03-0050) Sexual Harassment Prevention Policy

1. The fair, equitable, and nondiscriminatory treatment of all members and employees of the National Guard maintains morale and productivity, fosters unit cohesion and readiness, and increases combat effectiveness. All leaders will be held accountable for diligently maintaining a high quality work environment for all National Guard personnel.
2. The National Guard Bureau's (NGB) policy on sexual harassment prevention is defined and straightforward. Sexual harassment in the National Guard's work force or work-related environment is unacceptable and will not be tolerated. Discrimination based on sex is a violation of Title VII of the Civil Rights Act of 1964.
3. Sexual harassment is a form of gender discrimination that involves unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creates an intimidating, hostile, or offensive work environment.
4. National Guard personnel includes active duty military personnel (Army and Air Force), Title 10 and Title 32 Active Guard/Reserve (Army and Air Force), Title 32 Technicians (Army and Air Force), Excepted and Competitive, Traditional Guardsmen, state employees and ANG Title V Civilians who work on National Guard installations.
5. As Chief of the National Guard Bureau, I charge leaders to focus on policy, communication, education and training, in an effort to prevent and eliminate sexual harassment. The Equal Opportunity Office is available to assist in all your efforts.
6. This memorandum expires in one year unless sooner rescinded or superseded.
7. The point of contact for this action is Mary H. Odom, NGB-EO (703) 607-0779 or DSN 327-0779.

A handwritten signature in black ink, reading "H Steven Blum", is positioned above the printed name.

H STEVEN BLUM
Lieutenant General, US Army
Chief, National Guard Bureau